

RMS

28 MAR 1958

Chief, Management Staff

Chief, Records Management Staff

Weekly Report-Week Ending 26 March 1958

1. Contributions

a. Tangible

- (1) Assisted the Planning Staff/DCI in the retirement of 5 cu. ft. of records to the Center.
25X1A8a (2) Completed a file installation at the [REDACTED] CSI.
(3) Completed 6 new and revised forms. Eliminated 9 obsolete forms.
(4) Records Center received 50 cu. ft. of inactive records and destroyed 17 cu. ft.
(5) Completed revised Records Control Schedules for the Clerical and the Management Training offices, OTR.

b. Intangible

- (1) Completed the evaluation of an Employee Suggestion and recommended its adoption providing for the use of a new type of shelf filing equipment.

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2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel.
(2) OTR. See 1a (5) above.
(3) Office of DD/S.

b. Installation of Filing Systems. See 1a (2) above. Also filing installation being made in Central Processing Branch, Office of Personnel.

- c. Forty new and revised forms pending.
- d. Revision of Travel Order, Form No. 540. Fact finding and review of procedures continues.
- e. Forms Management Survey, Printing Services Division.
- f. Shelf File Installations.
 - (1) Library/OCG.
 - (2) [REDACTED]
 - (3) Map Library, OCS.
- g. Filing Systems for Biographic Profile, Office of Personnel.
- h. Graphics Register Index.
- i. Records Management Survey, Office of DCI. Fact finding started.

3. Assignments - Inactive

- a. Industrial Register, Shelf File.
- b. Security Office, Shelf File.
- c. Survey of Vital Personnel Records.
- d. Review of filing installation, Building Planning Staff.

4. News

- a. Four members of the Staff inspected a special shelf filing system used by the Bureau of Ships, Navy Department. This is a overhead suspension type installation known as Track-a-file. It is doubtful that it will be applicable in our present temporary type building. We will keep it in mind, however, for the use in the new Agency building.
- b. Assisted the National Archives in making available tape recording of "Tokyo Rose" for use by the Department of Defense and Metro-Goldwyn-Mayer.
- c. Five members of this Staff and 3 Area Records Officers attended the Intergency Conference meeting at the National Archives.

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Mgt.

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